

Effective Financial Management of 21st CCLC Grants

Virginia Department of Education
Coordinators' Technical Assistance Academy
September 19-20, 2017



Topics to be Covered

- o Grant Management
- o Allowable and Unallowable Expenditures
- o Questions
- o Contact Information

Disclaimer:

The Coordinators' Academy has been funded with federal funds from the U.S. Department of Education; however, the content shared by VDOE and other presenters does not necessarily represent the policies or views of the U. S. Department of Education, and you should not assume endorsement by the federal government.

Grant Management

To be discussed:

- o Using Grant Balance Tracking Workbook to monitor spenddown of grant funds
- o Encumbering funds by deadlines
- o Budget transfers and reimbursement requirements

Grant Balance Tracking Workbook

21st CCLC GRANT AWARD YEAR: _____

GRANT AWARD AMOUNT: _____

GRANT RECIPIENT: _____

SCHOOL(S) SERVED: _____

*Enter approved budget
by object codes on this line

Salaries 1000	Benefits 2000	Prof Dev/ Purchased Services 3000	Internal Service 4000	Other Charges 5000	Mat And Sup 6000	Capital Exp 8000	TOTAL
							0.00

Reimbursements Claimed:

Date	Reimb No.	Reimb Item Total	1000	2000	3000	4000	5000	6000	8000	Balance after Reimb
	#1									\$0.00
	#2									\$0.00
	#3									\$0.00
	#4									\$0.00
	#5									\$0.00
	#6									\$0.00
	#7									\$0.00
	#8									\$0.00
	#9									\$0.00
	#10									\$0.00
	#11									\$0.00
	#12									\$0.00
	#13									\$0.00
	#14									\$0.00
	#15									\$0.00
	#16									\$0.00
	#17									\$0.00
	#18									\$0.00
	#19									\$0.00
REMAINING BALANCE										

INSTRUCTIONS:

At beginning of award year: Enter the award year, total award amount for this grant for this award year, grant recipient (school division or organization), the school(s) served, and the approved budget by object code in the cells above.

During the award year: Enter reimbursements, by object code, as each is submitted. As budget transfer requests are approved, revise the approved budget (line #4) by object code to reflect the transfer.

85/15 Percent Stipulation

- 85% of funds must be expended and claimed by May 30
- If more than 15% of funds remain after May 30, the next year's award will be reduced by the amount over 15%.

Grant award for 2016-2017	\$180,000
85% to be claimed by May 30	\$153,000
15% of award	\$27,000
Unclaimed balance May 30	\$32,000
Difference (amount of next year's award reduction)	\$5,000
Grant award for 2017-2018	\$175,000

Budget Transfers and Reimbursements

- o Budget transfers and reimbursements are submitted via the VDOE Online Management of Education Grant Awards (OMEGA) system.
- o Budget transfers exceeding 5% of the grant award must be approved by VDOE staff via an Amendment Request form.
- o Budget transfers and reimbursement requests, submitted in OMEGA, must reference the school the request is intended for; do not include multiple programs on the same reimbursement.
- o Reimbursements should include detailed descriptions of expenditures and **must be submitted at least quarterly**.

Reimbursement Request Guidance

Questionable/ Unacceptable/Descriptions	Improved
Materials for after-school tutoring	5 laptops for after-school tutoring at \$500 per unit
Supplies for cooking class	Flour, butter, cinnamon, raisins, sugar, measuring cup, purchased for after-school cooking class
Field trip to state park	Admission for 40 students @ \$10 ea. to ABC State Park on Sept. 15, 2017, to participate in conservation project to support SOLs
Contracted services	Anti-bullying speaker on Oct. 24, 2017, for afterschool program enrichment activity

Allowable and Unallowable Expenditures

21st CCLC grant funds must be used in a manner consistent with all state and federal regulations, requirements, and guidance.

- o Expenditures MUST:
 - o Follow federal cost principles (found in the Code of Federal Regulations, 2 CFR Part 200);
 - o Follow procurement policies;
 - o Support stated program objectives;
 - o Be included in the original awarded application; and
 - o Be reasonable and necessary.

Allowable and Unallowable Expenditures

o Allowable

- o Food – ONLY for staff meetings or trainings lasting at least 2 hours; parent meetings or parental involvement activities; overnight field trips; and instructional programs
- o Communication
- o Personnel Services
- o Materials and Supplies
- o Consultant Services
- o Travel
- o Enrichment Activities

Allowable and Unallowable Expenditures

o Unallowable

- o Structures of any kind (gazebo, fencing, playground equipment)
- o Building-wide software license
- o Cash or debit card incentives or rewards
- o Advertising

Allowable and Unallowable Expenditures

o Unallowable

- o Building, repairing, or remodeling of facilities
- o Food for students
- o Entertainment (amusement, social activities, ceremonies)
- o Expenditures that supplant rather than supplement services or activities

Field Trips

o Allowable

- o When directly related to educational enrichment
- o When designed to meet program objectives

o MUST be pre-approved by VDOE through submission of Field Trip Request form, no later than 30 days prior to proposed trip

Questions



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